

## TRANSFER STUDENT CHECKLIST

**Student's Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**1. IF Student is entering with special education records, including current IEP.**

- And**
- ☐ Parents indicate that they are satisfied with the IEP and/or
  - ☐ Receiving school determines that current IEP is appropriate and can be implemented as written (goals, progress, special education and related services).

- Then**
- ☐ Implement existing IEP from other school or district.

**2. IF Student is entering with special education records, including current IEP.**

- And**
- ☐ Parents and/or district/school indicate that they are not satisfied with the IEP and/or
  - ☐ Current IEP is not appropriate and/or cannot be implemented as written (goals, progress, special education & related services).

- Then**
- ☐ Have the IEP team develop a new IEP.

**3. IF Student is entering without special education records.**

- And**
- ☐ Parent reports that student was in special education in previous school.

- First**
- ☐ Obtain parent signature on Release of Records form (not required in-state). The previous public agency in which child was enrolled must take reasonable steps to promptly respond to a verbal or written request for records from the new public agency.
  - ☐ Verify special education status by telephone.

**Document the following:**

- ☐ Information obtained from? (name and role of informant) \_\_\_\_\_
- ☐ Disability category    ☐ AU    ☐ CD    ☐ DB    ☐ DD    ☐ ED    ☐ HI    ☐ ID  
   ☐ MD    ☐ OHI    ☐ OI    ☐ SLD    ☐ TBI    ☐ VI
- ☐ Description of type, amount, and duration of special education and related services  
\_\_\_\_\_  
\_\_\_\_\_
- ☐ Date of last eligibility: \_\_\_\_\_ Date of Last IEP: \_\_\_\_\_
- ☐ How student participated in statewide assessment \_\_\_\_\_
- ☐ Progress reports \_\_\_\_\_  
\_\_\_\_\_

- Then**
- ☐ Provide Notice of Meeting and have IEP team develop a temporary/diagnostic IEP and placement to be implemented for up to 30 calendar days.
  - ☐ Have team decide what additional data are needed to determine eligibility and obtain parental Consent for Evaluation.
  - ☐ Complete assessment, determine continuing eligibility, and develop annual IEP\*.

**Writing a Temporary/Diagnostic IEP**

- ☐ Use all required pages of the IEP form and write "Temporary" on first page.
- ☐ Indicate the anticipated duration as 30 days from date of IEP.
- ☐ Complete all sections of IEP ending with team signatures to document participation.

*\* The regular annual IEP team meeting must be held within 30 calendar days of the date of the temporary IEP to develop an IEP based on any new information collected.*